

## LOCAL HEALTH PERSONNEL JOB DESCRIPTION

<b>CLASS TITLE:</b> Environmental Laboratory Analyst II		
<b>TITLE CODE:</b> 2709	<b>SERIES:</b> Laboratory Support	
<b>SELECTION METHOD:</b> 100% qualifying		<b>SALARY: (MIN-MID) \$14.78 - \$18.61</b> <b>GRADE: 18</b> <b>SPECIAL ENTRANCE RATE:</b> May be adjusted at agency's discretion based upon additional education & experience.
<b>POSITIONS IN THIS CLASS GENERALLY REPORT TO:</b> Environmental Laboratory Supervisor		
<b>PRIMARY USER AGENCY:</b> LOCAL HEALTH DEPARTMENT		

**CHARACTERISTICS OF THE CLASS:** CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Performs laboratory procedures requiring technical skills and independent judgment in chemistry, biology and microbiology. Under limited supervision. Maintains quality control standards for testing of milk, water and other samples affecting the general public.

**MINIMUM REQUIREMENTS:** MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

**EDUCATION:** Bachelor's Degree in Microbiology, Biology, Chemistry or comparable area.

**EXPERIENCE:** One (1) year experience in laboratory setting.

**SUBSTITUTION CLAUSE:** See below

**EDUCATION:** An associate Degree in Microbiology, Chemistry or comparable area and two (2) years of experience in a laboratory setting will substitute for the education.

**EXPERIENCE:** A Master's degree in Microbiology, Biology or Chemistry will substitute for the one (1) year of experience.

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.)

**POST EMPLOYMENT REQUIREMENTS:** EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. Completion of any training/certification required for testing.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION:** EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Independently performs complex tests in environmental laboratories for qualitative and quantitative analysis; Participates in general laboratory techniques such as preparing reagents and specimens for examination; Operates and maintains laboratory equipment and can troubleshoot and correct minor equipment problems, if necessary; Prepares laboratory notes, charts, graphs and keeps accurate daily records; Records and reports results of examinations and tests and learns new procedures and techniques. Has full understanding of policies and procedures and assists in policy recommendations. May serve as lead analyst.

**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:** INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent inside the office.

**ADDITIONAL REQUIREMENTS:**

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

**DATE CLASS ESTABLISHED:** 09/17/08

**DATE OF LAST REVISION:** 10/29/08

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.